

DEPARTMENT OF HEALTH SERVICES
OFFICE OF LONG TERM CARE LICENSURE
SUBSTANTIVE POLICY STATEMENT #SP-008-ALS-LTC

DOCUMENTATION OF VACCINATIONS

The purpose of this substantive policy statement is to inform the general public of the Department's approach to documenting compliance with new Laws 2000, Chapter 101, which requires nursing care institutions to make vaccinations for influenza and pneumonia available on-site to each resident on an annual basis.

The Department requires that a resident's clinical record contains documentation of vaccination administration that includes:

1. The date the vaccine was offered or administered;
2. The type of vaccines administered;
3. The amount of vaccines administered; and
4. The signature of the individual administering the vaccines.

The Department does not require documentation of vaccination administration if:

1. The resident or the resident's representative refuses the vaccination or vaccinations and signs and dates documentation that the resident has received information on the risks and benefits;
2. The attending physician provides documentation that the vaccination is medically contraindicated; or
3. The resident or the resident's representative provides documentation that the resident received the pneumonia vaccination within the last 5 years or the current recommendation from the Center for Disease Control and Prevention.